



Job Description: Library Clerk
FLSA Status: Non-Exempt

GENERAL PURPOSE

The Library Clerk performs a variety of operational duties including circulation, shelving, processing, and assisting patrons with library materials, programs and services. The position requires extensive contact with the public, and may include special projects at the direction of the Circulation Supervisor and the Library Director.

SUPERVISION RECEIVED

Work is performed under the direction and supervision of the Circulation Supervisor and the Library Director.

SUPERVISION EXERCISED

Exercise supervision over library volunteers as authorized by the Circulation Supervisor and Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide direct service to patrons in courteous and professional manner.
- Perform routine circulation duties, including check-in, check-out, shelving, holds, fines, and fees.
- Follow established opening and closing procedures including daily cash drawer.
- Process patron card applications, and maintain confidentiality of records.
- Inform patrons of library policies, services and programs.
- Process new materials and supplies; verify shipping records.
- Assist patrons with resources, including online catalog and public computer workstations.
- Train and supervise library volunteers as instructed by the Circulation Supervisor and Library Director.
- Process withdrawn materials and prepare for storage or other disposition as directed.
- Perform other duties as assigned.

PERIPHERAL DUTIES

Keep informed of library programs and services. Attend continuing education meetings and workshops as authorized by Library Director. Attend regular staff meetings.

Knowledge of policies and procedures and applicable local, state and national laws that affect libraries.

Maintain standards of excellence in customer service toward library patrons, and toward library and City staff.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or equivalency required. Associate degree or higher preferred.

Necessary Knowledge, Skills and Abilities:

- Ability to learn public library operations, policies and procedures.
- Ability to use computerized databases and related software.
- Ability to perform shelving and shelf-reading duties.
- Ability to keep confidential records.
- Ability to deal tactfully and courteously with the public, and with library staff and volunteers.
- General computer and keyboarding skills.
- Ability to work well as part of a team, generating and sharing in the enthusiasm for the valuable work of the library.

TOOLS AND EQUIPMENT USED

Phone system, computer, photocopier, fax, bar code scanners, smart phones, tablets, e-readers, and other various equipment necessary in the effective operation of the library, including Microsoft Office and library-related software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, climb, stoop, kneel, crouch, talk, hear, use hands to finger/handle/feel, reach with hands.

The employee is occasionally required to crawl and balance.

The employee must occasionally lift and/or move up to 25 pounds.

The employee must frequently move heavy book carts.

Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The library work environment is usually busy and demanding. Must be able to work a flexible schedule of up to twenty hours a week which may include some evenings and weekends.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check, job-related tests may be required, including a criminal background check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.